**SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS**

**Moga Road, NH-95, Ferozepur -152004**

(*Established by the Punjab Government*)

**(Formerly Shaheed Bhagat Singh College of Engineering & Technology)**

**STORE AND PURCHASE SECTION**

**Manual for performing operations in PnI application of TCSiON**

**(For Individual Department)**

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**Abbreviations used: IO -> Indent Originator, DSPO -> Dept. Store & Purchase Officer**

1. **Issue of items from Central Store (Dept. -> CS)**

**Request for issue of items by dept. from the Central Store (RAISE INDENT)**

* 1. Workflow

IO ->HoD -> Rampal

* 1. Dept IO will raise indent

Click

 -> Procurement and inventory -> inventory -> Raise Indent - > Create

Select Source Site as respective Department.

 Destination Site as EW (for central store)

* 1. HoD can approve/reject the indent raised by IO.
	2. After approval from HoD, Indent will move to the Central Store (Mr Rampal).
	3. Mr Rampal will issue items if available, otherwise purchase process will be initiated by Mr Rampal.
	4. After completing the purchase process, Mr Rampal will issue items to the IO of dept.
	5. IO can further issue or consume items to staff members of deptt.

by clicking

 -> Procurement and inventory -> inventory -> Consumption & Issue- > Create

1. **Purchase process by the Deptt**
	1. Raising Purchase Requisition (PR)
		1. Workflow

IO-> DSPO -> HoD -> HoD

* + 1. IO will initiate the PR

Click

 -> Procurement and inventory -> Precurement -> Purchase Requisition - > Create

Select Source Site and Destination Site as respective Department.

* + 1. After Submission, it will move to DSPO.

DSPO can approve/reject the PR

* + 1. After approval from DSPO, PR will move to login of the HoD

The HoD can approve/reject the PR

* + 1. After approval from the HoD , PR will remain in the login of the HoD. He will repeat the process of approval.
	1. **Quotation Management**
		1. Workflow

IO-> DSPO-> HoD-> HoD

* + 1. IO will initiate the Quotation process (Manual Quotations)

Click

 -> Procurement and inventory -> Precurement -> Quotation Management - > Approve Vendor Quote

* + 1. After Submission, it will move to DSPO.

SPO can approve/reject the Quotations Vendor Quote.

* + 1. After approval by DSPO, Quotations Vendor Quote will move to login of the HoD.
		2. After approval from the HoD, Quotations Vendor Quote will remain in the login of the HoD. He will repeat the process of approval.
	1. **Purchase Order (PO)**
		1. Workflow

IO-> DSPO -> HoD

* + 1. IO will initiate the PO

Click

 -> Procurement and inventory -> Precurement -> Purchase Order - > Create

1. After Submission, it will move to DSPO.

SPO can approve/reject the PO.

1. After approval by DSPO, PO will move to login of the HoD

The HoD can approve/reject the PO.

* 1. **Good Receipt Note (GRN)**
		1. Workflow

IO -> DSPO

* + 1. IO will initiate the GRN

Click

 -> Procurement and inventory -> Inventory -> Inwards -> GRN -> Create

1. IO will scan and upload Inspection Note.
2. After Submission, it will move to DSPO.
3. DSPO can approve/reject the GRN.

The inventory will be updated after approval by DSPO.

1. **Procedure for repair/service of equipments in TCSiON**

For repair/service of equipments, the process will be similar to purchase process for item except few changes.

General procedure for repair/service of Items by the Central Store in TCSiON will involve:

* 1. Raising Purchase Requisition (PR) for repair/service in TCSiON
	2. Quotation Management in TCSiON
	3. Purchase Order (PO) for repair/service in TCSiON
	4. Good Receipt Note (GRN)

The procedure for repair/service will be similar as described for items in section 2 except following changes:

While raising PR, select services instead of items as shown below:



While raising PO, select services instead of items as shown below:

